



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Edgar Neel, Treasurer
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SEP 22 1998

Identification Number: C00311639

Reference: 12 Day Pre-Primary Report (7/1/98-7/22/98)

Dear Mr. Neel:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please provide a Schedule A to support the total amount reported on Line 11(c) of the Detailed Summary Page. All committees which make contributions to your committee must be itemized on Schedule A, regardless of the amount contributed. (11 CFR §104.3(a)(4)(ii))

-You must attempt to obtain the occupation and name of employer for all individuals who contribute more than \$200 in a calendar year.

A committee may establish "best efforts" by providing the Commission with a description of its procedures for requesting the information. It is also in the best interests of the committee to provide a copy of its solicitation. In order to establish "best efforts", the committee must demonstrate that it makes at least one request for the information after the contribution is received. This one request must be made for any solicited or unsolicited contribution that exceeds the \$200 threshold and lacks the necessary information.

Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30